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Governor

Talauega E.V. Ale
Lieutenant Governor



Lynn Pulou-Alaimalo
Director

Max Tuitele
Deputy Director

Faagau Steve Lefiti
Deputy Director,
Employee Development & Training

**AMERICAN SAMOA GOVERNMENT
DEPARTMENT OF HUMAN RESOURCES
PAGO PAGO, AMERICAN SAMOA 96799**

JOB ANNOUNCEMENT

Job Title: Project Manager		Posting Date: February 2, 2022	Serial No. 040-22
Department/Division: Public Works		Closing Date: February 15, 2021	Announcement No. 016-22
Type of Position: Permanent Appointment	Posting Type: Employment Opportunity/ Open to the Public		Pay Grade and Salary Range: GS-13 \$18,340- \$48,760. p.a.

General Description: Inspect all phases of the construction of highways to ensure that construction methods, practices and materials conform to plans and specifications

Key Duties and Responsibilities:

- Plan the project by defining the scope in collaboration with senior management
- Develop a schedule for project completion, effectively allocating available resources to the activities
- Review project schedule with senior management and relevant staff affected by the project activities and modify as required
- Determine objectives and measures for project completion and evaluation
- Consult with the proper management to assure proper staffing for the project activities
- Manage project staff according to the established policies and practices of the organization
- Implement and execute the project according to the project plans and specifications
- Coordinate project activities with contractor to assure compliance with contract requirements
- Develop forms and records to document project activities
- Set up files to ensure that all project information is appropriately documented and secured
- Monitor the progress of the project and make adjustments as necessary to ensure successful completion of the project
- Establish a communication schedule with contractors, relevant internal staff in the organization on the progress of the project
- Review and inspect the quality of work completed with the project team on a regular basis to ensure meeting project standards
- Establish controls for the project in proper documentation and administering
- Communicate with project team, management and funding sources to assure execution of project
- Monitor, review and accept project plans, specifications, correspondences and expenditures
- Maintain proper documentation on all aspects of project

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Department of Human Resources, A.P. Lutali Executive Office Building, Pago Pago, Am Samoa 96799
Ph: (684) 633-4485 | Email: hr@americansamoa.gov | Fax: (684) 633-1139
"Here To Serve"

Knowledge, Skills and Ability:

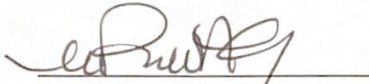
- Knowledge of Microsoft Office; Word & Excel
- Skills in being able to be a team player, building rapport, effective communicator, honest, good organizational skills and analytical
- Experience in highway constructions inspector or related field

Academic and Experience Requirements:

- Applicant must have a Master degree with 2 years OR a Bachelor degree plus 4 years + 2years supervisory
- Years of progressively responsible working experience may be substituted for portion of the academic requirement if not met.
- Salary will commensurate with degree and experience

Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, or please contact the Recruitment unit at 633-4485/633-4000.

Fa'afetai tele,



Lynn Pulou- Alaimalo
Director, Department of Human Resources

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